

## Creating a Parent Portal Account

1. Go to <https://tinyurl.com/rcpsparent2019>

Infinite Campus Parent Portal Activation

Campus Portal

Student Number

Student Birthdate

Submit

2. Put in your student's **Student Number** (ID number) and **Birthdate**. Click **Submit**.

Infinite Campus Parent Portal Activation

Campus Portal

Please select your name to view your Username/Activation Key

Name	Username/Activation Key
Guardian Name	
Guardian Name	

Create Portal Account

Forgot Password?

3. Click on **your name**.

Infinite Campus Parent Portal Activation

Campus Portal

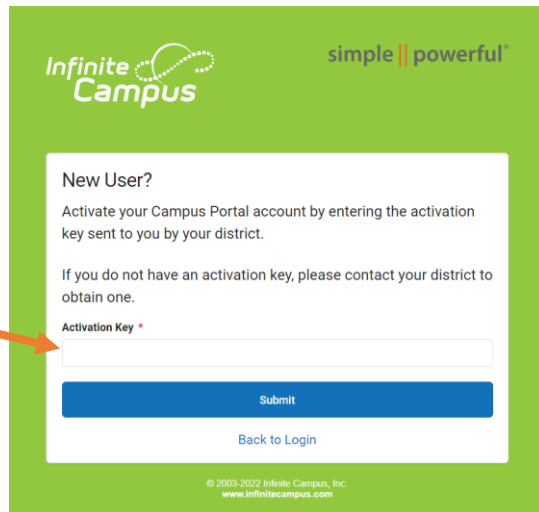
Please select your name to view your Username/Activation Key

Name	Username/Activation Key
Guardian Name	
Guardian Name	GUID: [GUID]

Create Portal Account

Forgot Password?

4. **Copy** the GUID number. **Do NOT** copy the "GUID:"
5. Click **Create Portal Account**



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### New User?

Activate your Campus Portal account by entering the activation key sent to you by your district.

If you do not have an activation key, please contact your district to obtain one.

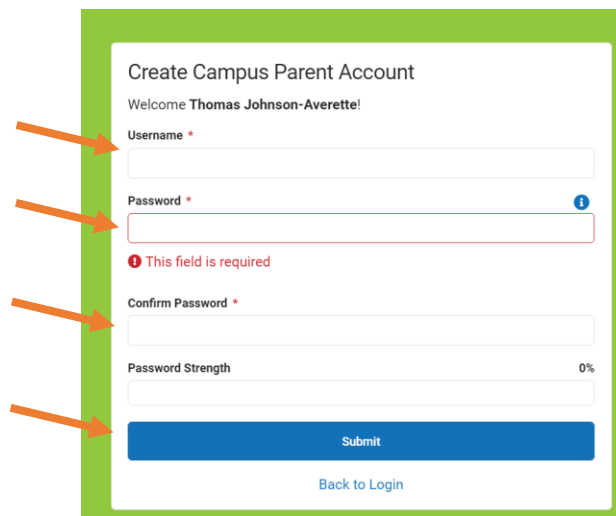
Activation Key \*

Submit

[Back to Login](#)

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6. Paste the **GUID** number you copied on the previous page. Click **Submit**.



### Create Campus Parent Account

Welcome **Thomas Johnson-Averette!**

Username \*

Password \*

**This field is required**

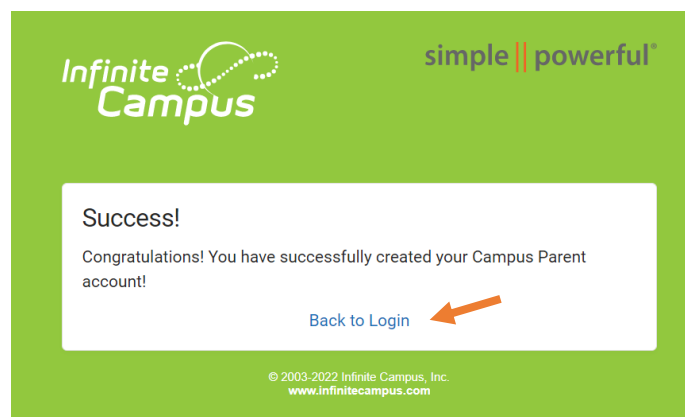
Confirm Password \*

Password Strength 0%

Submit

[Back to Login](#)

7. Create your **Username** and **Password**. Click **Submit**.



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### Success!

Congratulations! You have successfully created your Campus Parent account!

[Back to Login](#)

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8. Click on **Back to Login**

9. **Log in** using your username and password.

**Set Email**

You are required to set an account security email.  
Please enter the email address that can be used for security purposes. An email will be sent to verify the change.

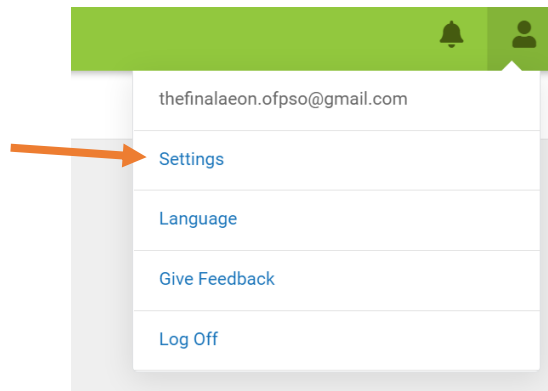
New Account Security Email

Confirm New Account Security Email

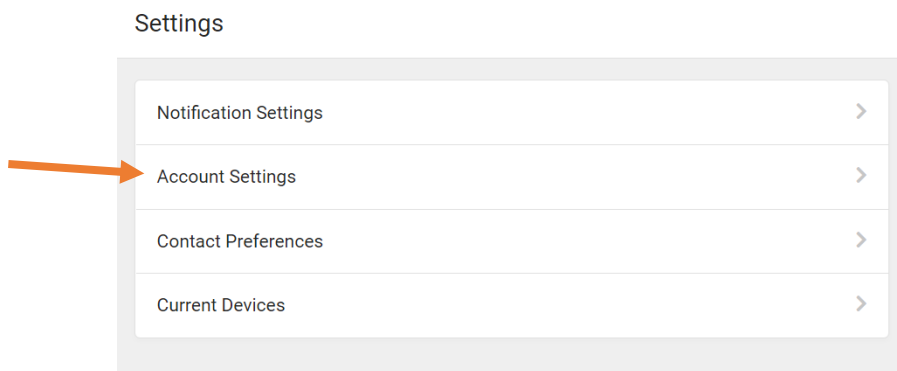
Enter Campus Password

Log Off Save

10. Type in your **Email address** and confirm it. Reenter your **parent portal password**.



11. Click on the **person icon** in the top right. Click on **Settings**.



12. Click on **Account Settings**.

Account Settings

Account Security Email  
No data Add

Unconfirmed Account Security Email  
thefinalaeon.ofpso@gmail.com Resend Verification Email

Password  
\*\*\*\*\* Update

E-Signature PIN  
No data Add

13. Click on **Resend Verification Email**.

14. Go to **your Email** and **verify** your Email (Check Spam/Junk folders if you don't see it). You can now recover your password if you forget.